

Event Application (Cottonwood Heights “Bark in the Park” Fair)

THIS APPLICATION (this “*Application*”) is made effective ____ 2013 by the undersigned (“*Vendor*”) to the city of **COTTONWOOD HEIGHTS** (“*City*”).

Vendor applies to City for approval to sell food items (“*food*”) or pet-related goods and/or services (collectively, “*Pet Products*”) from a booth or other space (a “*space*”) provided by City during City’s “Bark in the Park” community event (the “*Event*”) scheduled for Saturday, 29 June 2013 at Mill Hollow Park, 2900 East Hollow Mill Drive (6800 South), Cottonwood Heights, UT. In connection with this Application, Vendor acknowledges and agrees as follows:

1. **Application Approval.** Applications are subject to City approval. City reserves the right to reject any and all applications. City will exercise its discretion to select or reject applications to avoid redundancy of offerings and to achieve a proper product mix that furthers City’s vision of the Event. There is a finite number of spaces available, and applications for the rental of space for the sale of Pet Products will be processed in the order received. To assure space for a wide variety of Pet Products, City anticipates selecting from among all food vendor applicants no more than two vendors offering ready-to-consume food and beverage items for the enjoyment of Event visitors. Once space is exhausted, applications will be rejected. If this Application is approved, Vendor shall comply with all of the requirements specified below. Accordingly, **please read the requirements listed below very carefully.**

Although City will endeavor to inform Vendor of the acceptance or rejection of this Application on or before 7 June 2013 at Vendor’s telephone number or email address listed below, Vendor is responsible for verifying whether or not City has approved this Application.

This Application shall be submitted to City at 1265 East Fort Union Blvd., Suite 250, Cottonwood Heights, UT 84047 (Attn. Ann Eatchel) on or before June 7, 2013. Without an approved Application, Vendor will not be permitted to occupy a space or sell any items at the Event.

2. **Fee.** There is no rental fee for a space awarded pursuant to this Application.

3. **Offerings.** At the Event, Vendor shall be ready to sell food or Pet Products, as appropriate, of the types, in the quantities and at the prices specified on the attached exhibit (the “*Exhibit*”). Vendor shall sell only the items specified on the Exhibit, at the prices shown on the Exhibit.

4. **Standards.** Any food items sold by Vendor shall comply with all applicable legal and food industry standards, including the requirements of the Salt Lake Valley Health Department (the “*Health Department*”) and all applicable “safe food handling” standards. Vendor must hold an approved space rental application, and shall operate only from Vendor’s booth on the space assigned to Vendor. Walking through the audience to sell food or Pet Products is prohibited. Beverages may not be sold or served in glass containers.

Any other items offered by Vendor at the Event must comply with all applicable legal and industry standards, as reasonably determined by City.

5. **Permits and Licenses.** The following permits and licenses are required:

(a) **Food Handler’s Permit.** If Vendor intends to sell food, then Vendor shall assure that a current food handler’s permit issued by the Health Department is in effect for at least one person

who must be on premises at Vendor's booth at all times. City advises that the food handler's permit costs \$15 and must be obtained before applying for the temporary event permit described below. **A copy of Vendor's food handler's permit must accompany this Application.**

(b) Temporary Event Permit. If Vendor intends to sell food, then Vendor must obtain a temporary event permit from the Health Department for the Event. City advises that such permit costs \$45-\$65 per day, and may be obtained from the Health Department between 9:00 a.m. and 4:00 p.m., Monday through Friday, at 788 East Woodoak Lane (enter from 900 East at 5400 South). **A copy of Vendor's temporary event permit must be submitted to City on or before Friday, 7 June 2013.**

Additional information concerning such health department permits is available through the Health Department's web site (www.slvhealth.org, under the "Environmental Health" and "Food" sections).

(c) Temporary Sales Tax License. Vendor must obtain a temporary sales tax license from the Utah State Tax Commission, maintain appropriate records and make appropriate sales tax payments.

(d) Other Permits and Licenses. Vendor must obtain any and all other permits or licenses required by applicable federal, state or local law.

The originals of Vendor's permits and licenses must be available at Vendor's booth or space throughout the Event. Vendor's failure to timely provide copies or originals, as applicable, of the foregoing permits and licenses will result in revocation of any prior approval of this Application.

6. Physical Facilities.

(a) Space. For each approved application, City will provide one space at the Event measuring approximately 10' x 20'. Larger space may be available upon City approval. Vendor must provide its own tent, awning or other covering, table(s), chair(s), etc. Vendor shall operate only from the space assigned by City to Vendor.

(b) Food Booths. Each food vendors shall provide its own booth meeting the following minimum structural requirements:

(i) A roof, awning or other covering, impermeable to weather, over the entire food preparation, service, clean-up and storage area;

(ii) Two side walls (not screening) which will reduce the entry of dust and dirt, and exclude non-authorized persons;

(iii) The front service wall shall be a counter, half-wall, or table draped to the floor. The back wall may be open for employee access, or solid if desired;

(iv) The floor must be plywood, concrete, asphalt or other acceptable cleanable material. Flooring must be provided if the vending site is on dirt, gravel, grass or poorly drained surfaces;

(v) All cooking equipment utilized at the food booth must be at least 4 feet from the public by roping off or other means for safety reasons, FDA/DFP Guide (Conference for Food Protections);

(vi) All open flamed cooking devices must meet City's fire code requirements; and

(vii) Each food booth must be equipped with a hand wash station. Hand wash stations in restrooms do not qualify. At minimum, there must be flowing water from a container with a handled spigot (which spigot must stay open on its own so the person who is washing his hands has both hands free for washing), a catch basin or bucket, liquid hand soap, and paper towels. **FOOD BOOTHS WITHOUT HAND WASH STATIONS WILL BE GROUNDS FOR IMMEDIATE CLOSURE.**

Only people working in a booth will be allowed in the booth. All others must remain in front of the booth.

(c) Power. City will endeavor to provide power to food vendor booths, as requested by their vendors, approved in order received. Power will not be available to other booths. Food vendor's power requirements must be shown on the Exhibit, and may not exceed 110 volts 15 amps. Food vendors shall be responsible for any overloading of the Event's electrical system, to the extent caused by vendor's use of electrical power in excess of the foregoing standard.

(d) Parking Space. City will reserve one parking space at the site of the Event for each booth. No vehicles shall be allowed to remain behind or near booths while they are operating.

(e) Set-up and Take-down. Vendor shall set up its booth or other facility on its assigned space between 8:00 a.m. and 9:30 a.m. on the day of the Event, and shall operate from the space between 10:00 a.m. and 2:00 p.m. on the day of the Event. Vendor shall clean up and break down its booth area by 3:00 p.m. on the day of the Event.

7. **Mandatory Meeting**. There is no mandatory meeting for Event vendors.

8. **Questions?** Contact Ann Eatchel at (801) 550-8225.

VENDOR:

(Print Vendor's Name)

By: _____
(Authorized Signature)

Vendor's Local Address: _____

Vendor's Local Telephone Number: _____

Vendor's Email Address: _____

Exhibit to Event Application

Vendor:_____.

Electrical Power requirements (for food vendors only): _____
_____.

Items:

	<u>Description of Item</u>	<u>Price</u>	<u>Original Quantity</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
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10.			
11.			
12.			
13.			
14.			
15.			

(Attach additional sheets, as necessary).